



PARKING COMMISSION OPERATING RULES

Article I. Name

The name of the commission is the Dover Parking Commission.

Article II. Purpose, Authority, Duties and Termination

- A. The purpose, authority, duties and termination of this commission shall be in accordance with the applicable provisions of Dover Code, Chapter 5, "Boards, Commissions and Committees," including Sections 5-1 and 5-18.

Article III. Membership

- A. **Membership.** There shall be seven (7) members on the commission. In addition, there will be a City Council member to serve as a liaison in a non-voting capacity.
- B. **Vacancies.** Vacancies shall be filled in the same manner as the original appointments.
- C. **Attendance.** Refer to Dover Code Chapter 5, Section 5-1C.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice Chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the commission. The Chair shall preside at all commission meetings and set the commission's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the commission, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Staff.** The City of Dover may provide staff support to the commission for meeting notification, typing, copying, and information gathering to the extent permitted by the city budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The commission shall hold regular meetings on the third Tuesday of each month at 8:30 am in City Hall unless otherwise scheduled by the Chair. All meetings of the commission

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Approved by the Dover City Council on November 12, 2014

and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.

- B. **Quorum.** Four (4) members present of the voting membership of the commission shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the commission is *Robert's Rules of Order Revised, 11th edition*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the commission. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the commission at the next meeting of the commission, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The commission shall arrange for video recording at all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Commission members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Commission members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the commission. In addition, commission members shall refrain from conducting the official business of the commission outside the view of the public and the press unless permitted by state law.
- G. **Nonpublic meetings.** The commission may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by City Attorney for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the commission.